



## Key Person

### **EYFS Legal Requirement:**

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with the parents (3.27 pg 21)

**Every Child Matters Outcome:** Making a positive contribution

This policy applies to

1. Early Years Register (EYR)

### Policy

We are committed to ensure that children and families attending the setting become valued and are welcome at all times. Every child will have a Key Person assigned to them and their family upon their first day at Nursery.

### Procedures

To further inform children and families of their assigned key person, the relevant key person profile will be given to the family. The aim of the key person profile is to give as much information at settling in visits to the family about their key person as possible. The profile details experience in practice, qualifications, work based practice, relevant recent training, and some information about their personality and role in the nursery, along with an outline of their expected and necessary responsibilities as a key person.

### Key Person Duties and Responsibilities.

Key persons are required to build a positive, unique relationship with every child and family they are assigned to. It is expected that key persons will do everything



reasonably practicable to ensure the basis of the foundations for a good, positive and solid relationship to emerge between key person, child and family.

Key persons are ultimately responsible for the direct observation of each of their key children, informing individual planning that links specifically and appropriately to the revised Early Years Foundation Stage Development Matters Framework (September 2012). It is their responsibility to ensure that developmentally appropriate activities, tasks and learning experiences are planned, observed and evaluated to a high standard on a regular basis. It is also expected practice, and a requirement of a key person, to ensure that the above informs children's Learning Journey's regularly.

Key persons are required to assist every child in their group with day to day personal care wherever possible, and to meet and greet the child's parents/carers at the beginning and/or end of each session they attend. Exceptions to this are if they key person is physically unavailable, then it is expected that provision will have been made for another member of staff to undertake this in your absence.

Key persons must be willing to make time for their families, for discussion about a range of issues, for example, progress and development, information relating to the EYFS, policies, procedures, routines, concerns, complaints, issues, activities, planning, experience and anything that can be considered relevant. Unacceptable communication consists of irrelevant and/or inappropriate information regarding anything outside the setting, inappropriate communication with implications for other practitioners, agencies we work with, children and other adults who are connected with the setting. These lists are not exhaustive; key persons must refer to the management team for advice if needed.

Key persons must attend Parents Evenings throughout the year. Parents Evenings are crucial points throughout the year where discussions with families take place on a one to one basis with the key person. Learning Journeys, planning and Progress Reports must be up to date and available for the families look through at each Parents Evening.



This must be done for each child, even in the event they have notified the Nursery of none attendance.

### Learning Journeys

Learning Journeys are a requirement of being a key person with key children. Learning Journeys are an essential document that should demonstrate the child's learning experiences, skills, interests, individuality, personality, preferences, achievements and celebrations. A Learning Journey should be individual to the child, family and key person and specific to the setting.

Learning Journeys will be inspected by the Management team throughout the year to ensure quality and standards are outstanding, as well as evaluating each key person's knowledge and effective implementation of the Revised EYFS for each child.

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